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ABSTRACT

Methods and forms are described that are in use for reporting student progress and performance to parents at a junior high school with varying degrees of individualized instruction in each subject area. For the 8th grade science program, in which all work is performed on individual or group contracts, the teacher records each date of completion and acceptance and writes some remarks on quality. One copy is sent home with the student each quarter. The 7th grade math and science reports list all topics covered during the year. Students may complete differing numbers of topics during one quarter. Achievement ratings of "excellent," "satisfactory," or "needs improvement" are given. It is planned to change this achievement rating to a notation of satisfactory completion when accepted by the teacher. Evaluation reports for social studies, industrial arts, foreign language, and English are attached. (KM)

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Reporting to Parents When Individualizing Instruction

Aime Locoste, Principal
Robert Cushman Murphy Junior High School
Stony Brook, New York 11790

Reporting to parents becomes very complex when your school program has developed to some fairly extensive level of individualized instruction.

At the Robert Cushman Murphy Junior High School in Stony Brook, New York we have been developing methods and materials for individualizing instruction for three years. We are at varing levels of individualization in each subject area and for different topics or units within each subject.

Our reports to parents have changed each year and are now a compromise of idealism and reality. Here are some examples.

Our most individualized report is the eighth grade science. The program is totally presented on contracts which students work on independently or in small groups. As each is completed the teacher records date of completion and acceptance and writes some remarks on quality. This record form is kept in duplicate and one copy is sent home with the student each quarter. This sheet of definitions accompanies the report each quarter.

Our seventh grade science report lists all topics covered during the year. Some students may complete more topics then others in any given quarter. Ratings of achievement E = Excellent, S = Satisfactory, NI = Needs Improvement are given as you see. We hope to move away from this to notation of satisfactory completion when accepted as such by the teacher. Our ultimate objective is a

continuous progress record which would build upon our elementary school records of progress. We are presently seeking NSF funds to develop a complete continuous progress plan for K-9 in mathematics.

To show you some of the developments and compromises we've made let me show you last years math 7 report form and this years.

First, this years lists all topics for the year with blank spaces for additional elective topics each quarter. The E, S, NI, value is given to work.

Last year a different form was produced each quarter listing only the topics for the quarter. Check marks were placed next to topics "satisfactorily completed". This resulted in no cumulative record, and had less space for teacher comments. This years' forms are five-part carbon sets which result in a final cumulative file copy.

Here are samples of our Social Studies, English and foreign language reports, as well as one of our special areas industrial arts.

I'll be happy to answer questions.

I did answer questions for about 10 - 15 minutes regarding parent acceptance, teacher unanimity and numerous other problems which are real problems whenever any change is undertaken. Each problem must be faced uniquely depending on all the variables of each situation. I stated how we dealt with them in our situation with varying degrees of felt success.

ROBERT CUSHMAN MURPHY JUNIOR HIGH SCHOOL
Oxhead Road
Stony Brook, New York 11790

Student's Name _____

Achievement	Quarter 1	2	3	4
Topics:				
Listening Comprehension				
Speaking				
Reading				
Writing and grammar skills				
Organization-Preparation				
Work habits				
Efforts				
Use of class time				
Self discipline				
Total days absent *				
Parent Conference Requested				

* Note: Total may include absence for guidance conferences, music practice, etc., as well as unexcused absences.

Office Phone: 987-3187

FOREIGN LANGUAGE EVALUATION REPORT - GRADES 7 8 9

LANGUAGE _____

1972-73

1. _____ Teacher's Signature

2. _____ Teacher's Signature

3. _____ Teacher's Signature

4. _____ Teacher's Signature

Paren't Signature _____

Grade 9 - Final Evaluation _____

Key: E - Excellent NI - Needs Improvement

S - Satisfactory NA - Not Applicable

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Stony Brook, New York 11790

INDUSTRIAL ARTS EVALUATION REPORT - GRADE 7 8 9

1972-73

Student's Name_____

Achievement	Quarter 1	2	3	4
Skills:				
Efficient use of tools and machines				
Application of knowledge				
Drawing and reading plans				

Organization-Preparation				
Work habits				
Effort				
Use of class time				
Self discipline				

Total days absent *				
Parent Conference Requested				

* Note: Total may include absence for guidance conferences, music practice, etc., as well as unexcused absences.

Office Phone: 987-3180

1. _____
Teacher's Signature

2. _____
Teacher's Signature

3. _____
Teacher's Signature

4. _____
Teacher's Signature

Parent's Signature_____

Grade 9 - Final Evaluation_____

Key: E - Excellent NI - Needs Improvement
S - Satisfactory NA - Not Applicable

ROBERT CUSHMAN MURPHY JUNIOR HIGH SCHOOL
Oxhead Road
Stony Brook, New York 11790

SOCIAL STUDIES EVALUATION REPORT - GRADE 7 8 9

1972-73

Student's Name_____

Date Completed	Topics Grade 7	Date Completed	Topics Grade 8	Date Completed	Topics Grade 9	Date Completed	Topics Grade 9
_____	Indians	_____	Constitution	_____	Culture	_____	The Family
_____	Ecology	_____	American Foreign Policy	_____	Religion	_____	Africa
_____	Colonial America	_____	Problems of Democracy	_____	Literature	_____	India
_____	_____	_____	American Minorities	_____	Colonialism	_____	China
_____	_____	_____	_____	_____	Communism	_____	Japan
		_____	_____	_____	_____	_____	_____

Achievement	Quarter 1	2	3	4
Understanding of Content				
Social Studies Skills				
Written Work				
Verbal Expression				
Organization-Preparation				
Work habits				
Effort				
Use of class time				
Self discipline				
Total days absent *				
Parent Conference Requested				

1. _____ Teacher's Signature

2. _____ Teacher's Signature

3. _____ Teacher's Signature

4. _____ Teacher's Signature

* Note: Total may include absence for guidance conferences, music practice, etc., as well as unexcused absences.

Key: E - Excellent NI - Needs Improvement

S - Satisfactory NA - Not Applicable

Grade 9 Final Grade_____

Parent's Signature_____

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Oxhead Road
Stony Brook, New York 11790

ENGLISH EVALUATION REPORT - GRADES 7 8 9

1972-73

Student's Name _____

Achievement	Quarter 1	2	3	4
Skills:				
Reads fluently and shows good comprehension				
Writes thoughtful, well-organized compositions				
Has imaginative approach to writing				
Demonstrates perception and good reasoning				
Uses proper grammar in writing and speaking				
Spells correctly				
Shows competence in research methods				
Shows responsibility in independent work				
Organization-Preparation				
Work habits				
Effort				
Use of class time				
Self discipline				
Total days absent *				
Parent Conference Requested				

* Note: Total may include absence for guidance conferences, music practice, etc., as well as unexcused absences.

Office Phone: 987-3188

1. _____
Teacher's Signature

2. _____
Teacher's Signature

3. _____
Teacher's Signature

4. _____
Teacher's Signature

Parent's Signature _____

Grade 9 - Final Evaluation _____

Key: E - Excellent NI - Needs Improvement
S - Satisfactory NA - Not Applicable

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